

*Welcome to the EnTag user study!  
Your interest and wish to participate is greatly appreciated!*

~ · ~ **Training** ~ · ~

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Before starting the real study, it is important that you learn how to use the system. Please complete the following two tasks to practice with the two systems. It is important for the study that these are fully completed, and also in the order given here.

In short, you will first log on to the system. The log-in screen offers two options, “Simple Tagger”, and “Enhanced Tagger”. In both interfaces you can search for documents in the same way. Once you find the document that you like, it is possible to tag it in several different ways. The basic difference between “Simple Tagger” and “Enhanced Tagger” is that the latter makes suggestions of which tags to assign.

### **First task: Simple Tagger**

Open your Web browser and enter the following address or simply click on the following link:  
[http://reswin1.isd.glam.ac.uk/intute\\_test1/LogInPage2.aspx](http://reswin1.isd.glam.ac.uk/intute_test1/LogInPage2.aspx)

Choose “General Use”.

Enter your UserName (your e-mail address) and Password (the one you entered in the questionnaire).

Click on the “**Simple Tagger Log In**”.

Observe that you have arrived to a page titled “Document search and browsing page”.

1) Try out searching for documents first. In the “Search for Documents” pane, enter words “Parliament UK” and click on “Start search”.

2) In the “Results” pane, you will get all the documents containing the words “Parliament UK” in its title, description, or tags if any. The documents are automatically ranked according to the relevance to the query. Click on the title of the first document, which will open in a new window. Look carefully at what the document is about.

3) Looking again at the “Results” pane, please click on the “Tag” button of the first document, which will lead you to another page on which you can add your own tags to describe what the document is about.

4) Observe that you are now on “Document Tagging Page”. You can see the document title, its URL and description.

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*Note:* Please bear in mind the **whole document** and not just the description when deciding on which tags to assign.

In order to add your own tags to it, simply enter the tag you wish in the box as in the example below



The image shows a user interface for adding tags. It consists of a text input field containing the text "MEPS europeanisation". To the right of the input field are three buttons: "Add a Tag" (highlighted in orange), "Remove Tag", and "Return To Search Results" (highlighted in blue).

and then click on the “Add a Tag” button.

5) Now look at the “My Tags For This Document” pane and you will find your tag there. Also, look at the “Main Tag Cloud” pane and observe that your tag has been added.

6) Now pick any tag from the “Main Tag Cloud” pane and click on it. Observe that that tag is automatically entered in the tagging box. Click on the “Add a Tag” button. So, this is another way of adding a tag.

*Note:* If you are one of the first people using the system, there might not be many other tags added yet.

7) Now click on a person’s name from the “Taggers” pane, which will then result with a list of that person’s tags in the pane next to it, called “All XY’s Tags”. Again, each tag in this pane is clickable. Click on any tag of your choice. Observe that that tag is automatically entered in the tagging box. Click on the “Add a Tag” button. So, this is another way of adding a tag. You will also notice that your own alias is listed in the “Taggers” pane.

*Note:* If you are one of the first people using the system, there might not be many other taggers yet.

8) Let’s remove the last added tag. Go to “My Tags For This Document” pane and click on the tag you want to remove. Observe that it has automatically appeared in the tagging box. Then simply click on the “Remove Tag” button.

9) Let’s say that you are now happy with the tags you added for this document, and you want to go back to search results. In order to do that, click on “Return To Search Results” button.

10) Now try another way of searching for documents. Click on any tag in the left menu titled “Main tag cloud”. What you get in the “Results” pane is all the documents in the system that were tagged by someone using that tag. The font size of each tag reflects how many documents have been tagged by it: the larger the size, the more popular the tag is.

*Note:* If you are one of the first people using the system, there might not be many documents that were tagged yet.

11) In “Main Tag Cloud”, go to “Filter By” drop-down menu and choose “My Tags”. Observe that you now get the tags you have assigned so far in this system.

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## Second task: Enhanced Tagger

Open your Web browser and enter the following address or simply click on the following link:  
[http://reswin1.isd.glam.ac.uk/intute\\_test1/LogInPage2.aspx](http://reswin1.isd.glam.ac.uk/intute_test1/LogInPage2.aspx)

Choose “General Use”.

Enter your UserName (your e-mail address) and Password (the one you entered in the questionnaire).

Click on the “**Enhanced Tagger Log In**”.

Observe that you have arrived to a page titled “Document search and browsing page”.

1) In the “Search for Documents” pane, enter word “media” and click on “Start search”.

2) Looking at the “Results” pane, please click on the “Tag” button of the first document.

3) Observe that you are now on “Document Tagging Page”. You can see the document title, its URL and description.

*Note:* Please open the URL and look at the whole Web site when deciding on which tags to assign.

This interface is different from the previous one: **Enhanced tagger** provides more suggestions from which to choose your preferred tags for a document. You have all the options as in **Simple tagger** but also additional ones from another list of tags.

In **Enhanced tagger**, to get additional suggestions, type a possible tag in the box as in Simple tagger and then click on the “**Suggest**” button. In the lower part of the screen three panes will be returned. You will browse around these to find additional and/or more appropriate tags. You can assign as many tags as you like. Please bear in mind that suggestions may or may not be useful: the computer is trying to make relevant guesses but is not always getting it right. Help us teach it by selecting only the tags that are truly relevant to each document.

4) Some initial tagging suggestions (**Select/edit relevant tags**, bottom right) may be generated based on the title, if the computer finds any. You should also experiment by typing other possible tags that make sense to you into the box and see what suggestions arise. (You can also see what suggestions arise by choosing a possible tag from the tag clouds.) When one of the tagging suggestions from the **Select/edit relevant tags** pane seems appropriate you add it to your tags for the document by clicking on it (to bring it into the box) and then clicking Add a Tag. The steps are outlined in the example below.

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5) Enter tag “media” and click on “Suggest”.

6) In the bottom left pane **Automatically suggested matches** are returned. These are general contexts (or classes) that may or may not be relevant for your purposes in tagging this document. More than one match may be relevant or possibly none – you should scan down the list to decide. Each context may have several tagging suggestions associated with it in the bottom right **Select/edit relevant tags** pane.

If you hover with a mouse above each context, you will get its broader context. This is especially useful when, in some cases, several same entries will be listed, but each from a different broader context. For example, enter “philosophy and theory” and click on “Suggest”. You will get three exact same matches, but each from a different context displayed when you hover above each of them: 1) political science, 2) the state, 3) civil and political rights.

*Note:* When you scroll down, there is a “End of Political Science” line. This means that the entries below this line belong to different subject areas, which could be related to politics, but could also be entirely irrelevant.

In some cases for the tag you enter and ask for suggestions there will not be any matches in politics at all – then “End of Political Science” will be the first line.

From the **Automatically suggested matches** pane, click on the match that you think is most appropriate, say, “Use and effect of media”. Then, the context for that tag will be shown in the bottom middle pane.

7) The bottom middle pane, **Explore hierarchy around the selected context**, shows in red the context that you selected in the left pane. Above it is the more general context and below it a more specific one (if one exists). Try browsing the hierarchy by clicking on broader and narrower contexts, in order to get more general and more specific tagging suggestions displayed in the bottom right hand pane.

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8) The bottom right hand pane, **Select/edit relevant tags**, lists tags related to the one in **red** from the second pane (**Explore hierarchy around the selected context**). Click on one you think is relevant and it will automatically appear in the text box. There you can further edit it.

In order to assign a tag to a document, simply click on the Add a Tag button.

## Summary

You can assign tags from any of the tag clouds (both the main tag cloud and individual tagger's clouds) or by typing them in yourself, or by adopting some of the suggested tags.

The purpose of the study is to investigate the combination of social tagging with automatic suggestions (from a classification system). Thus, we would like you to consider the suggested tags but only to choose those you believe are useful for the document. Sometimes no suggested tags may be relevant and sometimes several may be relevant. Some suggested tags can be very long but may contain some useful words. Remember that you can always edit them in the text box before assigning them to the document.

*Please continue by going back to the Instructions document that was sent to you by email.*